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17 January 1972

OFFICE OF SECURITY DIRECTIVE NO. 72-3

FOR : Office of Security Professional Employees

SUBJECT : Purging of Security Files

RESCISSION: Office of Security Directive No. 62-11  
dated 5 December 1962

1. All Office of Security professional employees are directed, whenever time permits, to remove from Security files which come to their attention all documents which have no security value or are otherwise of no value because they are outdated or duplicated in the file. Any document, however, that has been indexed should not be removed.

2. The types of materials which should be removed from the files include, but are not limited to the following:

- a. Duplicate Personal History Statements or Personnel Security Questionnaires of the same date.
- b. All biographical data sheets except one (1) and those bio data sheets on which are recorded results of, or are attached to,
- c. Duplicate investigative reports, name check results, letters of assignments, etc.
- d. Official Routing Slips (Form 237) and Transmittal Slips (Form 241) which contain no pertinent Security information.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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- e. Duplicate requests for clearance (Form 377, Request for Contract Security Authorization, etc).
- f. Duplicate administrative notices covering promotions and the like.

3. In cases of doubt concerning the disposition of document, the security file should be forwarded to the Chief, Records Branch, Security Records & Communications Division, who will contact the appropriate Division Chief in either Personnel Security Division, Investigations Division or Operational Support Division.



Howard J. Osborn  
Director of Security

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